

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2018**

3:00 PM Study Session – Board Room (#1010M), Bldg 1000

4:00 PM Regular Session – Board Room (#1010M), Bldg 1000

A G E N D A

3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
	•2018 – 2019 College Budget	•Stuart Trippel	
4:00 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Douglass Jackson</i>	
2.	Executive Session <ul style="list-style-type: none"> • To review the performance of a public employee 	<i>Douglass Jackson</i>	
3.	Report: Chair, Board of Trustees	<i>Douglass Jackson</i>	
4.	Consent Agenda <ul style="list-style-type: none"> a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of May 23, 2018 ▪ Special Meeting of June 12, 2018 ▪ Special Meeting of June 20, 2018 b. Exceptional Faculty Award 	<i>Douglass Jackson & Trustees</i> <i>Alison Stevens</i>	1
5.	Communication from the Public	<i>Douglass Jackson</i>	
6.	College Update(s)		
7.	Report: Shoreline President	<i>Cheryl Roberts</i>	
8.	Report: Enrollment	<i>Guy Hamilton</i>	
9.	First Reading: College Policies &/or Rules <ul style="list-style-type: none"> <u>New</u> <ul style="list-style-type: none"> • Policy 4170 (Relocation Compensation) <u>Revised</u> <ul style="list-style-type: none"> • Policy 1006 (Tobacco Use, Smoking & Vaping) • Policy 3800 (Sustainability & Equity) • Policy 4728 (Annual Leave for Admin/Exempt) 	<i>Veronica Zura</i>	2
10.	Action: 2018 – 2019 College Budget	<i>Stuart Trippel</i>	
11.	Action: 2018 – 2019 Services & Activities (S&A) Budget	<i>Marisa Herrera</i>	3



12.	Action: Board Resolution No. 145 (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No.1950 •AFT Washington/AFT/AFL-CIO President: Professor DuValle Daniel)	<i>Douglass Jackson & Trustees</i>	4
13.	Action: Board Resolution No. 146 (Commending Service of Washington Federation of State Employees (WFSE) Chief Steward Jerry Owens)	<i>Douglass Jackson & Trustees</i>	5
14.	Action: Board Resolution No. 147 (Commending Service of Associated Student Government President Yorin Anggari)	<i>Douglass Jackson & Trustees</i>	6
15.	Action: President's Certification of Compliance Document	<i>Douglass Jackson & Trustees</i>	7
16.	Action: President's Contract	<i>Douglass Jackson & Trustees</i>	8
17.	Action: Elect Board of Trustees Officers (2018 – 2019) •Chair •Vice Chair	<i>Douglass Jackson & Trustees</i>	9
18.	Report: Shoreline Faculty	<i>Shelby Sleight</i>	
19.	Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
20.	Report: Shoreline Associated Student Government	<i>Yorin Anggari</i>	
21.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
22.	Executive Session • To discuss with legal counsel matters in litigation and to discuss strategies or positions to be taken in labor proceedings	<i>Douglass Jackson</i>	
23.	Action: Adjournment	<i>Douglass Jackson</i>	
	Next Regular Meeting: Wednesday, July 18, 2018		

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF May 23, 2018

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 3:00 PM in the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

Associated Student Government (ASG) officers and members of the Services & Activities (S&A) Committee, President Yorin Anggari, Budget & Finance Officer and S&A Committee Chair Toni Zapanta, and Communications Officer Gary Wu provided an overview of the *Services & Activities (S&A) Fee Budget Allocation Proposal 2018 – 2019* slide presentation and corresponding document which included information on the following:

- S&A Budget Allocation Process Overview
- 2018-2019 Budget Allocation Overview
- Current S&A Fee (Note: No fee increase requested.)
- General Allocation Considerations
- 2018-19 Budget Allocation Breakdown
- Notable Changes
- Discretionary Funding
- Conclusions

Trustee D'Ambrosio inquired about the number of students being served by S&A dollars, as well as whether due diligence occurs so that the student body is aware of how the ASG allocates the S&A budget. ASG officers and S&A Committee members Anggari, Zapanta, and Wu, spoke of the avenues through which information on the S&A budget is disseminated, as well as the ways in which opportunities to be involved in the programs and clubs, is communicated to the student body.

The Trustees commended presenters Anggari, Zapanta, and Wu for an “excellent job and very thoughtful process.”

CONVENE IN REGULAR SESSION

The Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 4:00 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

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BOARD OF TRUSTEES
REGULAR MEETING OF May 23, 2018

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D’Ambrosio, Douglass Jackson, and Tom Lux were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Jackson remarked, “These are exciting times” and spoke about the upcoming student housing groundbreaking ceremony.

CONSENT AGENDA

Chair Jackson asked the Board to consider approval of the consent agenda. On the agenda for approval:

- Minutes from the Regular Meeting of April 25, 2018
- College Policies
Revised
Policy 3801 (Preservation of Campus Land)
Policy 4120 (Drug & Alcohol Free Campus)
Policy 4600 (Teleworking)

For Elimination

- Policy 4112 (Affirmative Action Program for Vietnam Era and Disabled Veterans)
- Policy 5015 (Admission Requirements–Foreign Students)
- Policy 6291 (Eye Protection)

Motion 18:19: A motion was made by Trustee Barrett to approve the consent agenda.

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

COMMUNICATION FROM THE PUBLIC

None.

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COLLEGE UPDATE(S)

DECA International Career Development Conference

Professor Ailsa Kellam provided an overview of Shoreline's Collegiate DECA (Delta Epsilon Chi) program and the successes from the DECA International Career Development Conference. Students spoke about the competitive events she/he/they participated in, as well as her/his/their experiences and achievements from the conference and, as DECA members.

All-Washington Academic Team Members

Professor and Phi Theta Kappa (PTK) Advisor Terry Taylor provided an overview of PTK, an International Honor Society of the two-year college and spoke about Shoreline's 2018 All-Washington Academic Team members Taylor Jacobson and Maleah Woodley.

Professors Terry Taylor and Brooke Zimmers shared that nine students from The Honors College at Shoreline had an opportunity to display their research project posters at the University of Washington's Twenty-First Annual Undergraduate Research Symposium on May 18, 2018.

REPORT: SHORELINE PRESIDENT

President Roberts introduced Senior Executive Director and CFO Stuart Trippel who in turn, provided an update on the student housing project – including renderings of the project, as well as the upcoming groundbreaking ceremony, scheduled for May 30, 2018.

President Roberts distributed and provided an overview of the *President's College & Community Engagement* report (April 26 – May 19, 2018).

REPORT: COLLEGE POLICIES &/OR RULES

Executive Director Veronica Zura noted that forty-five policy and/or rule changes have occurred over the course of the 2017 – 2018 year and that the college is “on track to meet accreditation requirements.”

ACTION: CHAPTER 132G-160 WAC (ADMISSIONS & REGISTRATION PROCEDURES)

Executive Director Veronica Zura provided an overview of the action item contained in TAB 2 [Chapter 132G-160 WAC (Admissions & Registration Procedures)].

Motion 18:20: A motion was made by Trustee D'Ambrosio to approve the repealing of Chapter 132G-160 WAC (Admissions & Registration Procedures).

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

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ACTION: CHAPTER 132G-300-010 WAC (GRIEVANCE PROCEDURE, TITLE IX)

Executive Director Veronica Zura provided an overview of the action item contained in TAB 3 [Chapter 132G-300-010 WAC (Grievance Procedure, Title IX)].

Motion 18:21: A motion was made by Trustee D'Ambrosio to approve the repealing of Chapter 132G-300-010 WAC (Grievance Procedure, Title IX).

Trustee Barrett seconded the motion, which was then unanimously approved by the Board.

FIRST READING: PROPOSED COLLEGE BUDGET FOR FY 2018 – 2019

Senior Executive Director and CFO Stuart Trippel provided information on the proposed budget for FY 2019 and included information on: tuition revenue; the state allocation; the emphasis on enrollment, retention, and completion; the budget process for new funds; principles for Executive Team review; aSAPs (abbreviated Strategic Action Plans); operational requests; and fee requests.

REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel noted that several faculty members were in attendance, and read her May 23, 2018 report. (Report attached.)

REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens referred to the number of classified staff who have left the college during the 2017 – 2018 year and noted that the majority, stated leaving for higher salaries.

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Yorin Anggari introduced incoming ASG President Denish Oleke and shared the highlights from the *Student Life End of Year Report 17-18*.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee D'Ambrosio spoke about being honored to work with everyone.

EXECUTIVE SESSION

At 5:32 PM, Chair Jackson announced that the Board would convene in Executive Session for thirty minutes to discuss with legal counsel matters in litigation and to discuss strategies or positions to be taken in labor proceedings, and to also review the performance of a public

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employee. He added that the Board would reconvene in open session following the Executive Session to adjourn.

The Executive Session commenced at 5:39 PM.

At 6:09 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by twenty minutes.

At 6:29 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

At 6:39 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

At 6:49 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 6:54 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 7:01 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by one minute.

ADJOURNMENT

Motion 18:22: A motion was made by Trustee Barrett to adjourn the Regular Meeting of May 23, 2018.

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

Chair Jackson adjourned the meeting at 7:02 PM.

Signed _____
Douglass Jackson, Chair

Attest: June 27, 2018

Lori Y. Yonemitsu, Secretary

May 23, 2018 BOT

First, I'm happy to say that the faculty has approved the recommended distribution of the 2018-2019 COLAs.

As we continue to try to work through the issues that face us, more and more the conversations are going back to the concept of shared governance. While the administration, I'm sure, believes they are participating in the shared governance approach, seeking input and ideas from across campus, the faculty more and more are expressing feelings that their input and ideas are not really valued based on the decisions that are made that often seem contrary or not representative of their input. We started the conversation last year but it was never completed. That was a mistake because the voices have only gotten louder, the frustration higher and the seeming pushback more pronounced.

Screening committees have become a particular area of concern in the last couple of years, and especially recent experiences, including my own, have made many faculty question whether or not they should continue to serve on those committees. That is unfortunate because we need faculty, especially fulltime tenured faculty, to serve on those committees in order for there to be some balance to the power differentials that exist.

My concern is this. How do we move forward as a College when we have faculty feeling frustrated and having concerns about some of the decisions made by the administration and approved by the Board of Trustees? Who do we turn to try to right this ship when emails are not responded to because of the fear of the administration of committing anything to writing. It makes it difficult for me to do my job when I have to rely on verbal replies to my written questions, concerns and requests as I have had to do since October or November, since the ULP was filed.

Why? Because if the current ULP taught us anything, it was that if the Administration won't write it down, we cannot trust that it will be followed through on. Memories fade, change or are rewritten, depending on who you ask. If we didn't have a written document of many of the conversations we had around the ULP, we would be in trouble. Even written documents are denied, so obviously verbal agreements cannot be relied upon in this climate. And yet, it is clear that there is a policy, probably unwritten, not to respond to my direct inquiries in writing. This makes it difficult to represent my faculty because so many miscommunications are out there that it is hard to pin down what we can rely upon. I'm really tired of it.

I hope, as has been expressed, that the resolution of this ULP, whatever the outcome, will signal a change so that we can have better communications and rebuild relationships. As you know, the hearing starts at 9 a.m. on Monday, June 4. It is a public hearing and I hope that you decide to attend so that at the very least you will hear why the Federation has brought this complaint against the College and what we believe needs to be done to make us whole. I think that just knowing you care enough to hear us would go a long way in starting to rebuild the relationships that have been marred by the Administration underfunding our salaries and not owning up to it or making us whole again. We want to be heard because we've been called liars all year, and that is no OK. We've been told our work here does not deserve to be rewarded, and that is also no OK.

DuValle Daniel, President

SCCFT Local 1950

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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 3:00 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Clara Pellham were present.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 3:00 PM, Chair Jackson announced that the Board would convene in Executive Session for seventy-five minutes to review the performance of a public employee.

At 4:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by thirty minutes.

At 4:45 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 4:50 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by forty minutes.

At 5:30 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by thirty minutes.

At 6:00 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

At 6:10 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 6:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

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At 6:20 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by two minutes.

At 6:22 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 6:27 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 6:32 PM.

ADJOURNMENT

Motion 18:23: A motion was made by Trustee D’Ambrosio to adjourn the Special Meeting of June 12, 2018.

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

Chair Jackson adjourned the meeting at 6:32 PM.

Signed _____
Douglass L. Jackson, Chair

Attest: June 27, 2018

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
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SPECIAL MEETING OF JUNE 20, 2018
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 10:02 AM in the Board Room (#1010M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

Present (via telephone): Trustees Phil Barrett, Douglass Jackson, Tom Lux, and Clara Pellham.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 10:03 AM, Chair Jackson announced that the Board would convene in Executive Session for ten minutes to discuss collective bargaining.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 10:13 AM.

ACTION: MEMORANDUM OF UNDERSTANDING REGARDING PAYMENT OF 3.0% COLA

Motion 18:24: A motion was made by Trustee Lux to approve the Memorandum of Understanding By and Between the Shoreline Community College and the Shoreline Community College Federation of Teachers regarding payment of 3.0% COLA.

Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

ACTION: MEMORANDUM OF UNDERSTANDING REGARDING PAYMENT OF 0.7% COLA

Motion 18:25: A motion was made by Trustee Barrett to approve the Memorandum of Understanding By and Between the Shoreline Community College and the Shoreline Community College Federation of Teachers regarding payment of 0.7% COLA.

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Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

ADJOURNMENT

Motion 18:26: A motion was made by Trustee Barrett to adjourn the Special Meeting of June 20, 2018.

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

Chair Jackson adjourned the meeting at 10:17 AM.

Signed _____
Douglass L. Jackson, Chair

Attest: June 27, 2018

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
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REGULAR MEETING OF JUNE 27, 2018**

TAB 1

CONSENT AGENDA

Subject: Exceptional Faculty Award

Background

Shoreline Community College has annually provided recognition of one or more of its exceptional faculty through the Exceptional Faculty Award Program. An endowment account was established in 1999 through funds from the Shoreline Community College Foundation and matching funds from the State Board for Community and Technical Colleges, pursuant to RCW 28B.50.835-844.

Procedures for granting the Exceptional Faculty Award, in accordance with RCW 28B.50.835-844, are contained in Appendix A, Article VIII: Exceptional Faculty Award Program of the Collective Bargaining Agreement (*Agreement By and Between the Board of Trustees of Community College District Number VII and the Shoreline Community College Federation of Teachers • Local No. 1950 • AFT Washington/AFT/AFL-CIO*).

Traditionally, recognition of a recipient or recipients has occurred at the Fall Convocation held during Opening Week. The identity of the recipient(s) is not disclosed until that time.

Criteria for Nomination(s): “To be nominated for the award, the Exceptional Faculty Award Recommendation Committee will consider an academic employee’s or group of academic employees’ service to the individual’s or group’s particular program or discipline which includes at least one of the following:

- Dedication, knowledge or expertise or exceptional achievement in a discipline, program or academic or professional specialty
- Outstanding teaching, advising/counseling or librarianship skills
- Recognition of superior service in the classroom, library or advising/counseling duties”

Nominations for this year’s Exceptional Faculty Award were due to the Human Resources Office by Friday, June 22, 2018. The Exceptional Faculty Award Recommendation Committee could not be convened prior to the June 27, 2018 regular meeting of the Board of Trustees.

Recommendation

That the Board of Trustees take action on the recommendation put forth by the Exceptional Faculty Award Recommendation Committee during a Special Meeting of the Board of Trustees to transpire no later than late August 2018 – early September 2018.

Prepared by: Alison Stevens
Executive Vice President for Student Learning & Success
Shoreline Community College
June 25, 2018

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TAB 2

FIRST READING

Subject: College Policies &/or Rules – New & Revised

Background

Shoreline Community College is in the process of reviewing and, where appropriate, creating revising and/or replacing existing rules, policies and procedures to ensure alignment and compliance with State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU) guidelines.

As part of this process, rules and policies are reviewed by the appropriate College council (such as Faculty Senate Council, College Council, or the Strategic Planning/Budget Council), and the Executive Team for recommendation to be presented to the Board of Trustees.

The following policy has been created during the policy review process:

- Policy 4170 – Relocation Compensation

The following policies have been revised during the policy review process:

- Policy 1006 – Tobacco Use, Smoking & Vaping
- Policy 3800 – Sustainability & Equity
- Policy 4728 – Annual Leave for Admin/Exempt

To Follow

- Policy 4170 – Relocation Compensation
- Policy 1006 – Tobacco Use, Smoking & Vaping
- Policy 3800 – Sustainability & Equity
- Policy 4728 – Annual Leave for Admin/Exempt

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
June 20, 2018



Policy Name:	Relocation Compensation
Policy Number:	4170
Applicable Code/Law:	SAAM 60.10; RCW 43.03.125

Policy:

Shoreline Community College District Number Seven (7) may make a lump sum relocation compensation payment, based on availability of qualified candidates or critical positions that are difficult to fill, to new permanent employees only. This policy is in accordance with SAAM 60.10 Moving Expenses Policies and the General Administrative Agency Guide on Moves. Approval by the College President (or designee) is required to process payment. Payment of relocation compensation must be within existing resources (RCW 43.03.125), and may be used in conjunction with or as a total dollar amount for all moving costs.



Policy Name:	Tobacco Use, Smoking & Vaping
Policy Number:	1006
Applicable Code/Law:	WAC 70.160

Policy:

The policy of Shoreline Community College District Number Seven (7) is to prohibit smoking or vaporizing (“vaping”) of any substance including but not limited to tobacco, marijuana, or other herbal or chemical products on College property and at any College-sponsored events. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited at all times on all College property with the exception of FDA approved nicotine replacement therapy products or similar products for the purpose of cessation. College property includes sidewalks, parking lots, landscaped areas, forested areas, recreational areas, buildings and any vehicles owned, rented, or leased by the College.

Consumption of marijuana in any form is illegal under federal law, and is prohibited at all times on College property and at all College events.

The College may designate specific, signed locations (“designated smoking shelters”) outside of the primary areas of the campus where tobacco products may be smoked or “vaped” provided there is no disruption of other College activities. The inhaling, exhaling, burning, or carrying of any lit smoking material (including cigarettes and e-cigarettes, cigars, vaporizers, or pipes) is prohibited on College property outside of designated smoking areas. Smoking materials must be extinguished prior to entering College property and all products in use must be disposed of properly. Improper disposal includes spitting smokeless tobacco product, littering, or anything that creates a fire hazard.



Policy Name:	Sustainability & Equity
Policy Number:	3800
Applicable Code/Law:	N/A

Policy:

The policy of Shoreline Community College District Number Seven (7) is to affirm a commitment to inclusive excellence and the intention to apply the principles of ecological integrity, social equity, and economic viability in practices and decisions.



Policy Name:	Annual Leave (Vacation) for Administrative/Exempt Staff
Policy Number:	4728
Applicable Code/Law:	RCW 43.01.042

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide annual leave to administrative/exempt employees on the basis of two (2) days (16 hours) per calendar month except in months during which the employee has more than ten (10) days unpaid. Eligibility to accrue annual leave shall commence with the employee's first day of scheduled work and shall be available to the employee immediately upon accrual. For employees working less than full-time, leave shall be pro-rated accordingly.

Administrative/exempt employees on full-time, twelve-month contracts shall accrue a maximum of twenty-four (24) days per year. Exceptions to the maximum accrual amount require Board of Trustees approval.

Employees on temporary administrative/exempt contracts will accrue leave on the same schedule as other administrative/exempt staff but must use their leave during the course of employment with the College. All annual leave accumulation remaining on the date of a temporary administrative/exempt employee's separation will be extinguished.

Unused annual leave may be accumulated up to a maximum of sixty (60) days or 480 hrs by the employee's leave anniversary date each year. Annual leave in excess of the maximum will be automatically decreased following the employee's leave anniversary unless a request to use the excess leave after the anniversary date due to emergent circumstances is approved by HR. Exceptions to the maximum accumulation amount require Board of Trustees approval.

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TAB 3

ACTION

Subject: 2018 – 2019 Services & Activities (S&A) Budget

Background

Executive Summary from the 2018-2019 Services and Activities (S&A) Fee Budget Allocation Proposal

- \$1.4 million proposal for 2018-19 academic year
- Funding will be allocated to:
 - 18 programs, 62 student organizations (clubs), and other discretionary funding sources

Recommendation

It is recommended that the Board of Trustees approve the Services and Activities (S&A) budget allocation proposal of \$1.4 million for the 2018 - 2019 academic year as presented at the May 23, 2018 Board of Trustees Study Session.

Prepared by: Marisa Herrera, Vice President for Students, Equity and Success
Shoreline Community College
June 25, 2018

To follow

- 2018–2019 Services & Activities (S&A) Fee Budget Allocation Proposal



2018-2019
Services and Activities (S&A) Fee
Budget Allocation Proposal

Shoreline Community College
Associated Student Government

Shoreline Community College
16101 Greenwood Avenue North
Shoreline, WA 98133-5696

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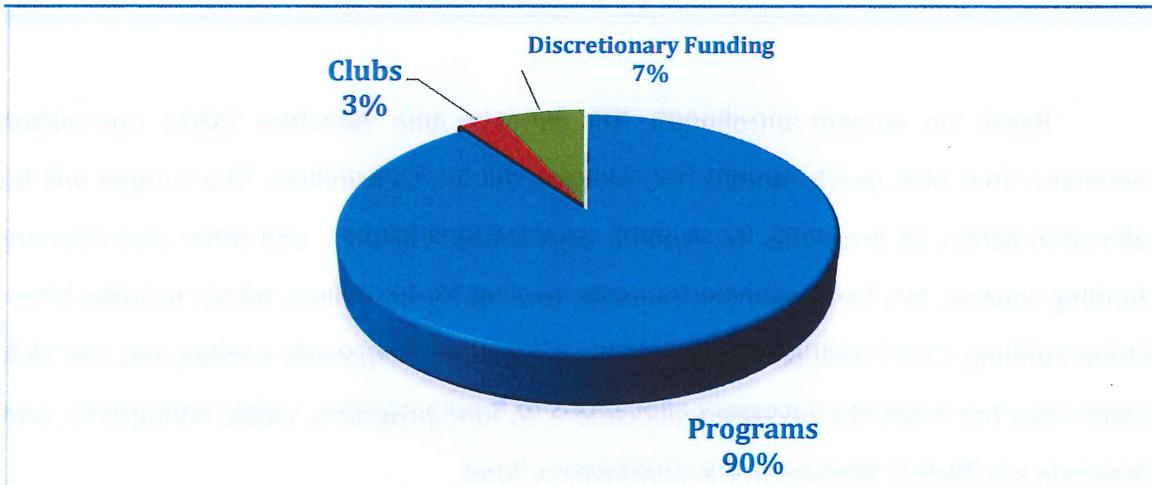
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S&A Budget Allocation Breakdown	5-6
Allocation Rationale	7-12
<ul style="list-style-type: none"> • Discretionary Funding <ul style="list-style-type: none"> • Mini-Grant • Contingency Fund • Category I: Recognized Student Organizations (Clubs) • Category II: Programs <ul style="list-style-type: none"> • Art Gallery • Athletic Sports • Arts & Entertainment Board • Multicultural Center • Gender Equity Center • Choral Group • Concert Band • DECA • Ebbtide • Instrumental Music • Intramurals & Wellness • Opera/Musical • Parent Child Center • Plays, Film, and Video • Spindrift • Student Life • Theater Tech • Tutoring Services 	
Recommendation	13

Executive Summary

Based on current enrollment, the Services and Activities (S&A) Committee estimates that next year's student fee revenue will be \$1.4 million. This budget will be allocated across 18 programs, 62 student organizations (clubs), and other discretionary funding sources. We have received requests totaling \$1.44 million, which includes Mini-Grant Funding, Club Funding, and the Contingency Fund. To provide a safety net, the S&A committee has made the necessary allocations to fund programs, clubs, mini-grants, and maintain a sufficient amount in the contingency fund.

Many programs have requested funding for traveling expenses to conferences, competitions, and leisure activities for all students. To ensure all travel is funded throughout the year, all programs are strongly encouraged to apply for mini grants as soon as the exact number of participants and related expenses are known. Applying for a mini-grant is one of the most highly sought services provided by the Associated Student Government (ASG) as supplemental funding for both student organizations and programs for their activities and unexpected expenditures. By requesting mini-grants, the ASG is able to help promote these events, ensure a precise budget breakdown, and identify impermissible uses of the S&A fee (as defined by the Killian Outline).

2018-19 S&A Fee Budget Allocation Overview

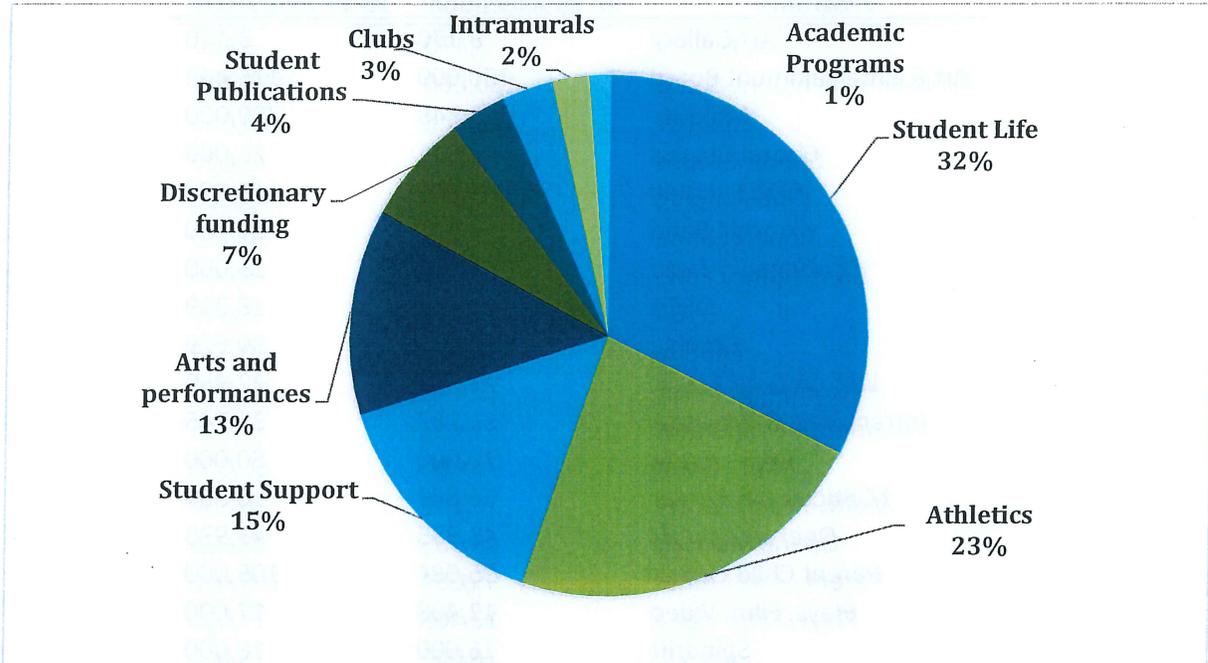


The S&A Committee received 29 budget applications from 18 programs. The \$1.4 million S&A budget will be allocated towards:

- Recognized Student Organization/Clubs
- Discretionary Funding:
 - ⇒ Mini-Grants
 - ⇒ Contingency Fund
- 18 Programs:
 - ⇒ Art Gallery
 - ⇒ Arts & Entertainment Board
 - ⇒ Athletics Sports
 - ⇒ Multicultural Center
 - ⇒ Choral Group
 - ⇒ Concert Band
 - ⇒ Delta Epsilon Chi (DECA)
 - ⇒ Ebbtide
 - ⇒ Instrumental Music
 - ⇒ Intramurals
 - ⇒ Opera/Musical
 - ⇒ Parent Child Center
 - ⇒ Plays, Film, Video
 - ⇒ Spindrift
 - ⇒ Student Life
 - ⇒ Theater Tech
 - ⇒ Tutoring Service
 - ⇒ Gender Equity Center

S&A Budget Allocation Breakdown

Figure A: Anticipated Expenditures based on Services Provided



Program Category	Amount of Request
Student Life (ASG, A&E)	\$452,928
Athletics - Sports	\$320,000
Student Support (MC, GEC, Tutoring, PCC)	\$208,850
Arts (Art Gallery, Choral Groups, Concert Band, Instrumental Music, Opera/Musicals, Play's, Theater Tech)	\$178,529
Discretionary Funding (Mini-Grant, Contingency Fund)	\$95,000
Student Publications (Ebbtide, Spindrift)	\$48,629
Student Clubs	\$45,000
Intramurals & Wellness	\$32,745
Academic Engagement (DECA)	\$18,319

S&A Budget Allocation Breakdown

Table 1: S&A Allocation

Programs	17-18 Allocation	18-19 Allocation
Art Gallery	3,170	3,170
Art & Entertainment Board	180,000	175,448
Athletics	316,748	320,000
Choral Groups	14,311	21,000
Club Funding	40,000	45,000
Concert Band	9,138	10,130
Contingency Fund	15,000	15,000
DECA	20,114	18,319
Ebbtide	32,670	30,629
Instrumental Music	22,349	22,959
Intramurals & Wellness	31,242	32,745
Mini - Grant	70,000	80,000
Multicultural Center	16,849	16,850
Opera/Musicals	43,935	43,935
Parent Child Center	95,084	105,000
Plays, Film, Video	12,408	17,000
Spindrift	16,000	18,000
Student Life	293,335	277,480
Theatre Tech	54,533	60,335
Tutoring Service	103,114	82,000
Gender Equity Center	10,000	5,000
TOTAL	1,400,000*	1,400,000*

*Note that we are estimating next year's revenue at \$1.4 million

Allocation Rationale

Discretionary Funding

Mini-Grant

2018-19 Allocation	2017-18 Allocation
\$80,000	\$70,000

- Description: Mini-Grants are a supplemental funding source that clubs and programs can access through an application process that is managed by the ASG. 2017-18 mini-grant requests include:
 - o Clubs: Chinese Culture Club: Winter Ball, Hiking Club: various hikes, VCT Club: 2018 VCT Portfolio Show, Project Pride: Pride Prom
 - o Programs: DECA : international competition (ICDC), Multicultural Center: Students of Color Conference, Athletics: volleyball playoffs.
- Rationale: Based on mini-grant requests from 2017-2018

Contingency Fund

2018-19 Allocation	2017-18 Allocation
\$15,000	\$15,000

- Description: The Contingency Fund is the S&A safety net, the most autonomous of the discretionary funds, and requires a vote of ASG to spend.
- Request Purposes: Unexpected or unforeseeable expenses during the year.
- Rationale: Based on fiscal history from the past year. The Contingency Fund was accessed for \$10,000 for RSO Funding and \$5,000 for mini-grants.

CATEGORY I: Student Clubs

2018-19 Allocation	2017-18 Allocation
\$45,000	\$40,000

- Description: The S&A fee provides funding for all student clubs. Clubs receive a baseline budget of \$500 and an advisor stipend. Club advisors receive a stipend based on their level of responsibility and type of employment. Stipends range from \$300 - \$875.
 - o 2017-18: 62 Clubs, 57 Advisors
- Rationale: Based on the increased amount of clubs from 2017-2018.

CATEGORY II: Programs

Art Gallery

2018-19 Allocation	2017-18 Allocation
\$3,170	\$3,170

- Description: The Art Gallery, located in the 1000 building, showcases various forms of art produced by students, community members, and faculty.
- Request Purposes: Artist workshops and lectures, promotional materials.
- Rationale: The program demonstrated great financial responsibility. The 2017-18 allocation is the amount requested.

Arts & Entertainment Board

2018-19 Allocation	2017-18 Allocation
\$175,448	\$180,000

- Description: A&E organizes campus wide programs and events that create an engaging and vibrant student experience. Additionally, A&E provides graphic design, media/tech support, and event planning services for clubs and programs.
- Request Purposes: Full-time staff salary, student salaries, new student orientation, workshops, welcome week events, quarterly survival guide.
- Rationale: This program had a surplus of giveaways from the previous year. The funding for giveaways cut by ½ which will allow them to efficiently distribute giveaways.

Athletics

2018-19 Allocation	2017-18 Allocation
\$320,000	\$316,748

- Description: The Athletics Program consists of seven sports teams that compete in the Northwest Athletic Conference (NWAC). Men’s basketball, baseball, soccer; and women’s basketball, softball, soccer, and volleyball.
- Request Purposes: Salaries for coaches, scholarships for student athletes, travel for away games, mandatory fees as required for NWAC compliance, tournament fees, field rentals, and uniforms.
- Rationale: Coaches’ salaries increase was approved by upper management in Spring 2017. In addition, coaches broke off from the faculty contract and joined the staff contract. The committee followed through this decision to increase salary and benefits for coaches.

Choral Group

2018-19 Allocation	2017-18 Allocation
\$21,000	\$14,311

- Description: Choral Ensembles provide students with opportunities to perform a variety of music. This program oversees two performing groups: Chamber Choral and Shoreline Singers.
- Request purposes: Choral librarian salary, music purchases, venue rentals, and instrumentalist's salary.
- Rationale: The \$6,689 increase will fund the hourly student positions and travel expenses. This provides more opportunities for students to participate in area collegiate festivals and advertise the program to area high schools. This increase will also help support a new music librarian to serve as resource for students.

Concert Band

2018-19 Allocation	2017-18 Allocation
\$10,130	\$9,138

- Description: Concert Band consists of student musicians who rehearse and perform during campus and community events including SCC's commencement.
- Request Purposes: Student salary (music librarian), sheet music, venue rentals, printing of promo materials.
- Rationale: The \$992 increase will fund needed equipment and maintenance.

Delta Epsilon Chi (DECA)

2018-19 Allocation	2017-18 Allocation
\$18,319	\$20,114

- Description: DECA is a co-curricular activity that aligns with SCC's Business Administration Program. It provides students with real world business experience through preparing students to compete in regional and international business competitions.
- Request Purposes: Registration, travel, and lodging for three competitions.
- Rationale: Advisors' per diem cut from the budget. The committee strongly recommends that DECA applies for a mini-grant for traveling expenses.

Ebbtide

2018-19 Allocation	2017-18 Allocation
\$30,629	\$32,670

- Description: The Ebbtide is a student-run news outlet that publishes online and in print. The Ebbtide delivers campus news and views from a student perspective as well as allows students to practice journalistic skills.
- Request Purposes: Student salaries, advisor stipend, printing, journalism conference, and organization membership fee.
- Rationale: The \$2,041 decrease in funding is due to excess of newspapers printed. The committee strongly recommends that Ebbtide considers the use of digital media.

Instrumental Music

2018-19 Allocation	2017-18 Allocation
\$22,959	\$22,349

- Description: Instrumental Music provides students with opportunity to perform in an orchestra and small group ensembles.
- Request purposes: Student salary and travel for music festivals.
- Rationale: The \$610 increase will fund a new music librarian.

Intramurals & Wellness

2018-19 Allocation	2017-18 Allocation
\$32,745	\$31,242

- Description: The Intramurals and Wellness Program provides free exercise/wellness classes and organizes intramural sports including: yoga, zumba, pilates, badminton, swimming, volleyball, soccer, and ping pong.
- Request Purposes: Instructor salaries, wellness fair, self-defense workshops.
- Rationale: The \$1,503 increase will fund longer open hours of the fitness center during Fall quarter. The committee recommends that Intramurals ask for a mini-grant if there is positive feedback.

Multicultural Center

2018-19 Allocation	2017-18 Allocation
\$16,850	\$16,849

- Description: The Multicultural Center engages the entire campus community to create a climate of inclusion, social justice, equity, access for underserved students and develops programs that support retention and student success.
- Request Purposes: Student salaries, speaker/facilitator stipends for workshops and lectures, travel and lodging for Students of Color Conference.
- Rationale: The committee recommends that Multicultural Center asks for a mini-grant for travel expenses.

Opera/Musical

2018-19 Allocation	2017-18 Allocation
\$43,935	\$43,935

- Description: The Opera/Musical Program organizes opera and musical productions. Students gain experience as singers, dancers, actors, etc. This program also employs experienced local professionals.
- Request Purposes: Costumes, props, performance rights, and salaries for: stage director, conductor, and choreographers.
- Rationale: Revenue from ticket sales is substantial to cover some of the costs.

Parent Child Center

2018-19 Allocation	2017-18 Allocation
\$105,000	\$95,084

- Description: The Parent Child Center provides educational and child care services to 76 children in 5 classrooms. The PCC also serves as a lab school for students in the Early Childhood Educational Program at SCC.
- Request Purposes: Salaries for staff and teachers.
- Rationale: Anticipated growing percentage of student parents with children who receive care from PCC. 89% of student parents qualify as low-income and receive state child care subsidies which results in loss of revenue for the PCC. This increase is based on providing equitable resources to students.

Plays, Film, and Video

2018-19 Allocation	2017-18 Allocation
\$17,000	\$12,408

- Description: Play's, Film, and Video is a program that helps students learn and develop skills required to work in film and theater industries. They create 2 – 3 student produced films and host the Shoreline Shorts (short plays written and directed by students).
- Request Purposes: Student salaries, guest artist stipends, equipment rentals, production rights, props, etc.
- Rationale: More students are enrolling in the film and performance areas. The \$4,592 increase will fund student led productions.

Spindrift

2018-19 Allocation	2017-18 Allocation
\$18,000	\$16,000

- Description: Spindrift is a literary magazine that solicits and publishes written and artistic work from students and community members annually. They generate revenue by selling their magazine.
- Request Purposes: Student salaries, advisor stipend, and printing costs.
- Rationale: State mandated increase of hourly student employees.

Student Life

2018-19 Allocation	2017-18 Allocation
\$277,480	\$293,335

- Description: Student Life creates dynamic co-curricular programs and activities that are invested in the transformation of all students. This program provides accessible opportunities for students to build community, develop critical skills, and engage the campus community.

- Request Purposes: Full time staff salaries, student salaries (ASG, student reps, office assistants), student leadership training, speaker/facilitator stipends, registration and travel fees for conferences, and orientation for new students.
- Rationale: Office Assistant position will be cut and filled in by student reps. The number of ASG positions will change from 10 to 9. The committee strongly recommends that the Governmental Affairs Officer asks for a mini-grant for WACTCSA trips.

Theater

2018-19 Allocation	2017-18 Allocation
\$60,335	\$54,533

- Description: The Theater Program supports the production of plays, musicals, concerts, and operas.
- Request Purposes: Student salaries (theater technicians), building materials, set pieces, light and equipment rentals, etc.
- Rationale: State mandated increase of hourly student employees and increased funding for student productions.

Tutoring Services

2018-19 Allocation	2017-18 Allocation
\$82,000	\$103,114

- Description: Tutoring Services provides students with free one-on-one tutoring services in various subjects.
- Request Purposes: Tutor salaries.
- Rationale: Budget history shows that Tutoring Services have not spent the full allocated amount.

Gender Equity Center

2018-19 Allocation	2017-18 Allocation
\$5,000	\$10,000

- Description: The Gender Equity Center advocates for equity and inclusion on our campus. They provide services and resources for a variety of students
- Request purposes: Student salaries, workshops, and leadership conference travel.
- Rationale: Staff position has been vacant for a significant amount of time. Budget history shows that Gender Equity Center has not spent the full allocated amount.

Recommendations

In consideration of the expansion of our residential life on campus, S&A recommends that the incoming committee begin to look at the enrollment trends for international and domestic students. With this in mind, they should begin to reevaluate how the S&A fee will help meet our growing students' needs.

Another recommendation would be for the committee to continue to consider the minimum wage increases, that would affect the allocation for different programs. In conclusion, the committee allocated \$1.4 million to 18 programs, clubs, and discretionary funds. This brings us to another budget neutral allocation proposal for the next fiscal year.

Thank you,

- Toni Zapanta, ASG Budget & Finance Officer, Chair of S&A
- Yorin Anggari, ASG President
- Nam Pham, ASG Vice President
- Gary Wu, ASG Communications Officer
- Madeline Kimberly, ASG Policy & Procedure Officer
- Brian Tansil, Student Representative
- Denish Oleke, Student Representative
- Ann Martin-Cummins, Budget Office, Classified Staff Representative
- Ruslana Chernetska, Budget Office, Classified Staff Representative
- Rezina Habtemariam, Director of Student Life, Admin Representative

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2018**

TAB 4

ACTION

**Subject: Board Resolution No. 145
(Commending Service of Shoreline Community College Federation of
Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO
President: Professor DuValle Daniel)**

**Resolution No. 145
Commending Service of
Shoreline Community College Federation of Teachers (SCCFT)
Local No. 1950, AFT Washington/AFT/AFL-CIO President:
Professor DuValle Daniel**

WHEREAS, Professor DuValle Daniel has represented the Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO to the Board of Trustees since September 2015; and

WHEREAS, Professor Daniel has served and represented the faculty of Shoreline Community College; and

WHEREAS, Professor Daniel continues to advocate for matters concerning the SCCFT membership through her communication with the Board of Trustees and collaboration with College Administrators; and

WHEREAS, Professor Daniel demonstrates a commitment to student success;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Professor Daniel for her service to students, faculty, staff and trustees.

The Board hereby adopts Resolution No. 145.

Done in Open Public Meeting by the Board of Trustees this 27th Day of June, 2018.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Douglass L. Jackson
Chair

Recommendation

That the Board of Trustees take action on Resolution No. 145.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
June 21, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2018**

TAB 5

ACTION

**Subject: Board Resolution No. 146
(Commending Service of Washington Federation of State Employees (WFSE)
Chief Steward Jerry Owens)**

**Resolution No. 146
Commending Service of
Washington Federation of State Employees (WFSE)
Chief Steward Jerry Owens**

WHEREAS, Mr. Jerry Owens has represented the Shoreline Community College Classified Staff as the Chief Steward for the Washington Federation of State Employees (WFSE) to the Board of Trustees since 2012; and

WHEREAS, Mr. Owens continues to advocate for matters concerning WFSE members through his communication with the Board of Trustees and collaboration with College Administrators; and

WHEREAS, Mr. Owens serves on numerous campus-wide committees, keeping members of the campus community informed about matters impacting Classified Staff; and

WHEREAS, Mr. Owens demonstrates a commitment to student success;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Owens for his service to students, faculty, staff and trustees.

The Board hereby adopts Resolution No. 146.

Done in Open Public Meeting by the Board of Trustees this 27th Day of June, 2018.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Douglass L. Jackson
Chair

Recommendation

That the Board of Trustees take action on Resolution No. 146.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
June 21, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2018**

TAB 6

ACTION

**Subject: Board Resolution No. 147
(Commending Service of Associated Student Government President Yorin Anggari)**

**Resolution No. 147
Commending Service of
Associated Student Government President Yorin Anggari**

WHEREAS, the Associated Student Government is the recognized governmental body representing the students of Shoreline Community College; and

WHEREAS, Associated Student Government President Ms. Yorin Anggari has represented the students of Shoreline Community College with passion, energy, exceptional leadership and dedication; and

WHEREAS, Ms. Anggari has provided the Board of Trustees with comprehensive reports of ASG activities and initiatives; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Ms. Yorin Anggari for her service to the students, faculty, staff and trustees;

BE IT FURTHER RESOLVED that the Board extends best wishes to Ms. Anggari as she continues her educational, professional and personal goals.

The Board hereby approves Resolution No. 147.

Done in Open Public Meeting by the Board of Trustees this 27th Day of June, 2018.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Douglass L. Jackson
Chair

Recommendation

That the Board of Trustees take action on Resolution No. 147.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
June 21, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2018**

TAB 7

ACTION

Subject: President's Certification of Compliance Document

Background

At its May 26, 2010 Study Session, the Board of Trustees agreed “that commencing with the 2010 – 2011 year, the Board would utilize a certifying document (which the President is to certify by her/his signature) in relation to the ten Executive Limitations” [renamed and approved on September 26, 2016 to Executive Responsibilities and Expectations (ERE)] contained in the Board of Trustees Governance Manual (aka Board Policy Manual).

To Follow

President's Certification of Compliance document denoting the ten (ERE-1 through ERE-10) Executive Responsibilities and Expectations as contained in the Board's Governance Manual.

Recommendation

That the Board of Trustees take action on the certified 2017 – 2018 President's Certification of Compliance document—to be furnished to the Board on June 27, 2018.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
June 25, 2018



PRESIDENT'S CERTIFICATION OF COMPLIANCE • 2017-2018

● EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS ●

● POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
● POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT
● POLICY NUMBER: ERE-1
<ul style="list-style-type: none"> ● Adopted by Board of Trustees in Open Meeting: June 24, 2009 ● Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees delegates to the President of Shoreline Community College the authority to exercise in the name of the Board (RCW 28B.10.528) all of the powers and duties vested in or imposed upon the Board by law, except such powers and duties as the Board expressly reserves for the Board. The Executive Responsibilities and Expectations that are described in Section 2 provide clarification to the above delegated responsibility.

Within the college, the College President will allow, practices, activities, decisions, or organizational circumstances that are lawful, prudent, and in compliance with commonly accepted business and professional ethics and practices, and in agreement with the provisions set forth in the State Board for Community and Technical Colleges policy, Office of Financial Management policy, the Shoreline Community College Board of Trustees' Policy and/or take into account any executive order of the Governor of the State of Washington.

● POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
● POLICY TITLE: TREATMENT OF PEOPLE
● POLICY NUMBER: ERE-2
<ul style="list-style-type: none"> ● Adopted by Board of Trustees in Open Meeting: June 24, 2009 ● Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

With respect to treatment of students, employees, volunteers, community members and visitors, the President will promote conditions that are humane, fair, dignified, and non-discriminatory.

- 2.1. The President establishes operational policies and procedures that carry out the Board Policy including those that:
 - a. clarify rules for students, employees, volunteers, community members and visitors, in addressing the Board, expressing ethical dissent, and rules and sanctions that provide a civil and non-disruptive learning environment.
 - b. provide for effective handling of grievances, and ensure that students and employees know their rights and responsibilities.
 - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and comply with all laws, rules and regulations pertaining to students and employees, including those pertaining to discrimination.
 - d. ensure due process procedures for students, employees, volunteers and visitors without discrimination or retaliation against anyone for expressing non-disruptive ethical dissent.



PRESIDENT’S CERTIFICATION OF COMPLIANCE • 2017-2018

- 2.2. The President takes prompt and appropriate action when aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges policy, Office of Financial Management policy, any Executive Order of the Governor of the State of Washington, or Shoreline Board of Trustees policy.
- 2.3. The President protects the academic freedom of the institution, its faculty and its students and establishes rules and necessary sanctions that provide a civil and non-disruptive learning environment.
- 2.4. The President ensures that staff is prepared to deal with emergency situations.
- 2.5. The President attempts to maintain goodwill with community members and external stakeholders.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: FINANCIAL PLANNING/BUDGETING</p>
<p>●POLICY NUMBER: ERE-3</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will promote and allow financial planning and budgeting for general, capital, student body, and other funds in any fiscal year or the remaining part of any fiscal year to be in accordance with the Board's policies, to protect fiscal integrity, to be derived from a multi-year strategic plan, and to be realistic in projections of income and expenses.

The President establishes operational policies and procedures that carry out the Board policy, including those that:

- 3.1. Uphold those situations or conditions described in the Board Policy “Financial Condition and Activities.” (Policy No. ERE-4)
- 3.2. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions and budget principles.
- 3.3. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
- 3.4. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff and students.
- 3.5. Develop a budget that takes into account the Board priorities.
- 3.6. Allocate a minimum of \$200,000 annually, to be included as a contingency account in the College’s annual budget under the President’s authority, to cover unanticipated expenses during the annual fiscal period.



PRESIDENT’S CERTIFICATION OF COMPLIANCE • 2017-2018

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES</p>
<p>●POLICY NUMBER: ERE-4</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016; March 21, 2018</p>

With respect to the actual, ongoing financial condition and activities, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities.

The President establishes operational policies and procedures that carry out the Board policy:

- 4.1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board’s approval to do otherwise has been obtained. Notify the Board within 45 days of any expenditure that deviates by more than one-half of one percent (0.5%) of the approved operating budget.
- 4.2. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year, except for Board-designated transfers from reserves.
- 4.3. Provide to the Board, quarterly and annual reports of the College’s current financial condition that will continually enhance the Board’s ability to meet its fiduciary responsibility, including reserves.
- 4.4. Maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 10-12% of the College’s most recently completed fiscal year’s actual operating expenditures, unless a different level is necessary to sustain operations.
- 4.5. Maintain, as necessary, local capital fund reserves to manage facilities needs that are not funded, or are underfunded, by the state. The President will annually recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees. In recommending local capital reserve levels and expenditures, the President will consider how such levels and expenditures contribute to the attraction of new students and retention of existing students.
- 4.6. Maintain a tuition contingency reserve of 15% of the previous year’s tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
- 4.7. Maintain an innovation and opportunities reserve fund up to 2% of the operating budget to facilitate college investment in initiatives that demonstrate the potential for substantial return on investment, and that are deemed by the President as vital to the College’s future. The President will approve all distributions, and will recommend future designations based on the College’s overall financial performance. The President will provide the Board of Trustees with at least semi-annual financial reports. Each self-supported program will budget up to 10% of each applicable budget for reserves.



PRESIDENT'S CERTIFICATION OF COMPLIANCE • 2017-2018

- 4.8. Designate between 5-8% of the most recently completed fiscal year's operating budget surplus to the Board of Trustees Reserve Fund. Under the sole authority of the Board of Trustees, funds may be used for special board initiatives, and/or to ensure that sufficient funds are available in the event of an unbudgeted emergency.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION</p>
<p>●POLICY NUMBER: ERE-5</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

To protect the Board from sudden loss of presidential services, the President will have at least two executives sufficiently familiar with board and presidential issues and processes to enable either to take over with reasonable proficiency as an interim successor.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: ASSET PROTECTION</p>
<p>●POLICY NUMBER: ERE-6</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will protect and maintain College assets.

Accordingly, the President will:

- 6.1. Insure adequately, to the extent appropriate for a state-owned institution of higher education, against:
 - a. theft and casualty losses in amounts consistent with replacement values, and
 - b. liability losses to the College itself, Board members, and employees.
- 6.2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
- 6.3. Promote the proper care and sufficient maintenance of physical plant and equipment.
- 6.4. Protect the College, the Board, and employees against claims of liability.
- 6.5. Receive, process, and disburse funds under controls that are sufficient to meet standards used by all auditors at various federal, state, and local levels that may be reasonably expected to assess the College's controls.



PRESIDENT’S CERTIFICATION OF COMPLIANCE • 2017-2018

- 6.6. Invest funds in accounts or in investments only as permitted by Washington state law.
- 6.7. Acquire, encumber, name, and dispose of real property only with Board approval.
- 6.8. Protect information, files, and intellectual property from loss, damage, and misuse.
- 6.9. Protect the College’s name and maintain its identity in the community.
- 6.10. Submit the facilities master plan to the Board for approval.

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS	
●POLICY TITLE: COMPENSATION AND BENEFITS	
●POLICY NUMBER: ERE-7	
	•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

With respect to employment of, compensation for, and benefits to employees, consultants, and contract workers, the President will protect the financial integrity and public image of the College, and is in accordance to the Ethics and other State Laws.

Accordingly,

- 7.1. Only the Board of Trustees can change the President’s compensation and benefits.
- 7.2. The President cannot establish or change the compensation and benefits of other employees except in accordance with collective bargaining agreements negotiated by the Board or in accordance with salary schedules or plans adopted by the Board.
- 7.3. Not promise or imply permanent or guaranteed employment beyond that provided in Board adopted contractual agreements or Board approved contractual templates.



 PRESIDENT'S CERTIFICATION OF COMPLIANCE • 2017-2018

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD
●POLICY NUMBER: ERE-8
●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The President will inform and support the Board in its work.

Accordingly the President will:

- 8.1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
 - 8.2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established.
 - 8.3. Tell the Board that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
 - 8.4. Not present information that is knowingly inaccurate or incomplete.
 - 8.5. Provide a mechanism for official Board communication.
 - 8.6. Deal with the Board in a way that indicates no favoritism and privilege towards certain Board members, except when:
 - a. fulfilling individual requests for information, or
 - b. responding to officers or committees duly charged by the Board.
 - 8.7. Submit a consent agenda to the Board containing items that although delegated to the President, are required by law, regulation, or contract to be Board-approved, along with applicable monitoring information.
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PRESIDENT'S CERTIFICATION OF COMPLIANCE • 2017-2018

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: TENURE
●POLICY NUMBER: ERE-9
<ul style="list-style-type: none"> •Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees reserves the authority to grant tenure, deny tenure, and to issue a final order for dismissal of tenured faculty at Shoreline Community College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty and to issue a final order to dismiss probationary faculty.

Accordingly, the President will:

- 9.1. Submit recommendations to the Board to grant, deny or tenure faculty.
- 9.2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
- 9.3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
- 9.4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: NEGOTIATED AGREEMENTS
●POLICY NUMBER: ERE-10
<ul style="list-style-type: none"> •Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees reserves the authority to ratify negotiated agreements between the Board of Trustees and any bargaining unit representing the employees of Shoreline Community College.

Accordingly, the President will:

- 10.1. Not ratify any such negotiated agreements on behalf of the Board.

I, the President of Shoreline Community College, hereby certify that I have complied with the Executive Responsibilities and Expectations as set forth herein.

Signed: _____

Date: _____

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2018**

TAB 8

ACTION

Subject: President's Contract

Background

At a Special Meeting of the Board of Trustees on June 12, 2018, the Board met with President Roberts to review and discuss the Board's 2017 – 2018 evaluation of the President and the *Shoreline Community College President's Contract*.

Recommendation

It is recommended that the Board of Trustees take action on the *Shoreline Community College President's Contract*.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
June 25, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2018**

TAB 9

ACTION

**Subject: Elect Board of Trustees Officers (2018 - 2019)
•Chair •Vice Chair**

Background

<p>●POLICY TYPE: GOVERNANCE PROCESS</p>
<p>●POLICY TITLE: BOARD STRUCTURE AND ELECTIONS</p>
<p>●POLICY NUMBER: GP-4</p>
<p>●ADOPTED BY BOARD OF TRUSTEES IN OPEN MEETING: JUNE 24, 2009 ●REVISION ADOPTED BY BOARD OF TRUSTEES IN OPEN MEETING(S): SEPTEMBER 28, 2011; SEPTEMBER 26, 2012; SEPTEMBER 28, 2016</p>

The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.

Accordingly:

- 4.1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or his/her designee.
- 4.2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July through the following June.
- 4.3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
- 4.4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
- 4.5. Traditionally, the Vice Chair will move into the position of Chair of the Board, at the election of the Board.
- 4.6. If a Board member does not wish to serve when his/her name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.

- 4.7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting attended by all Board Members unless any Board Member is excused.
- 4.8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which he/she was elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

Recommendation

It is recommended that the Board of Trustees elect its Chair and Vice-Chair for 2018 – 2019 (July – June).

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
June 25, 2018